

**AN ORDINANCE BY CLETA WINSLOW
AS SUBSTITUTED BY FINANCE EXECUTIVE COMMITTEE**

06-O-2626

**AN ORDINANCE TO AMEND THE CODE
OF ORDINANCES OF THE CITY OF
ATLANTA, GEORGIA TO EFFECTUATE
A REORGANIZATION IN THE
DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT; AND
FOR OTHER PURPOSES.**

SECTION 1 - EFFECTIVE DATE OF ACTIONS: That the effective date of actions in this ordinance will be the beginning date of the pay period following adoption by Council and approval by the Mayor, or the date this ordinance becomes effective without these approvals.

SECTION 2 - POSITION ABOLISHMENTS: That the following positions are abolished:

- Elevator Inspector, Principal (SG 18), Class Code 521021, Position Number 00691
- Elevator Inspector, Senior (SG 16), Class Code 521015, Position Number 00690, 00719, 00689, 09881
- Building Inspector, Principal (SG 18), Class Code 521010, Position Number 00782
- Electrical Inspector, Principal (SG 18), Class Code 521020, Position Number 00686
- Electrical Inspector, Senior (SG 16), Class Code 521005, Position Number 00700, 00697
- Urban Planner, Principal (SG 24), Class Code 327002, Position Number 00873
- Legal Secretary (SG 11), Class Code 114004, Position Number 03375

SECTION 3 - POSITION CREATIONS CLASSIFIED: That the following positions are created in the Classified Service:

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1A01 511001 Y21001	55840	1	Administrative Assistant, Senior	314008	13	\$32,228 - \$47,052
1A01 511001 Y21001	55841	1	Customer Service Representative, Principal, (D)	122019	11	\$29,231 - \$42,677

POSITION CREATIONS CLASSIFIED (Cont'd)

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1B02 511001 Y46P0215 BBD0	55842	1	Customer Service Representative, Senior (D)	122003	9	\$26,514 - \$38,709
1B02 511001 Y46P0215 BBB0	55843	1	Housing Development Specialist	523010	13	\$32,228 - \$47,052
1A01 511001 Y64001	55844	1	Planning Resources Coordinator	327030	17	\$37,125 - \$54,202
1A01 511001 Y45001	55846 thru 55850	5	Code Enforcement Officer	523002	16	\$35,835 - \$52,318

SECTION 4 - POSITION CREATION UNCLASSIFIED: That a Plans Review Specialist, Senior (SG 21), Position Number 55851, Class Code 522006, is created in the Unclassified Service in Account Number 1A01 511001 Y22001.

SECTION 5 - POSITION RECLASSIFICATIONS WITHOUT INCUMBENTS: That the following positions, but not the incumbents, are reclassified:

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1A01 511001 Y21001	24286	1	<u>From:</u> Computer Applications Analyst, Senior	531043	21	\$42,767 - \$62,439
			<u>To:</u> Application Analyst	531051	23	\$45,902 - \$67,015
1A01 511001 Y22001	54952	1	<u>From:</u> Arborist	811036	17	\$37,125 - \$54,202
			<u>To:</u> Arborist, Senior	811044	22	\$44,307 - \$64,687
1A01 511001 Y22001	00654 25141	2	<u>From:</u> Plans Review Specialist	522004	19	\$39,846 - \$58,175
			<u>To:</u> Plans Review Specialist, Senior	522006	22	\$44,307 - \$64,687

POSITION RECLASSIFICATIONS WITHOUT INCUMBENTS (Cont'd)

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1A01 511001 Y22001	00662	1	<u>From:</u> Customer Service Representative, Senior (D)	122003	9	\$26,514 - \$38,709
			<u>To:</u> Customer Service Representative, Supervisor (D)	312109	16	\$35,835 - \$52,318
1A01 511001 Y22002	00724	1	<u>From:</u> Customer Service Representative, Senior (D)	122003	9	\$26,514 - \$38,709
			<u>To:</u> Customer Service Supervisor (D)	312109	16	\$35,835 - \$52,318
1A01 511001 Y22004	54988 00654	2	<u>From:</u> Plans Review Specialist	522004	19	\$39,846 - \$58,175
			<u>To:</u> Plans Review Specialist, Senior	522006	22	\$44,307 - \$64,687
1B01 511001 Y46P0103A 26A	00040	1	<u>From:</u> Housing Rehabilitation Manager	523015	23	\$45,902 - \$67,015
			<u>To:</u> Contracts & Construction Coordinator	811040	21	\$42,767 - \$62,439
1B01 511001 Y46P0103A 26A	00042	1	<u>From:</u> Housing Rehabilitation Advisor	523006	16	\$35,835 - \$52,318
			<u>To:</u> Housing Development Specialist, Principal	523041	21	\$42,767 - \$62,439
1B01 511001 Y46X0201A 26J	00079	1	<u>From:</u> Management Analyst	311056	21	\$42,767 - \$62,439
			<u>To:</u> Management Analyst, Principal	311083	27	\$52,877 - \$77,199
3P05 511001 Y46X0201A 3P0	00036	1	<u>From:</u> Customer Service Representative, Senior (D)	122003	9	\$26,514 - \$38,709
			<u>To:</u> Customer Service Representative, Principal (D)	122019	11	\$29,231 - \$42,677

POSITION RECLASSIFICATIONS WITHOUT INCUMBENTS (Cont'd)

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1A01 511001 Y63001	54982	1	<u>From:</u> Administrative Assistant	314002	11	\$29,231 - \$42,677
			<u>To:</u> Planning Technician, Senior	327007	11	\$29,231 - \$42,677
1A01 511001 Y63001	54998	1	<u>From:</u> Urban Planner, Senior	327001	22	\$44,307 - \$64,687
			<u>To:</u> Urban Planner	327003	19	\$39,846 - \$58,175
1A01 511001 Y45001	00828	1	<u>From:</u> Code Enforcement Officer	523002	16	\$35,835 - \$52,318
			<u>To:</u> Planning Resources Coordinator	327030	17	\$37,125 - \$54,202

SECTION 6 - CLASSIFICATION CREATION: That the Plans Review Specialist, Senior classification, Class Code 522006, Pay Grade 21, is created in accordance with the current salary schedule.

SECTION 7 - CLASS SALARY GRADE AMENDMENTS: That the pay grades of classifications and incumbent employees allocated to these classifications are amended:

- Urban Planner, Principal, Class Code 327002, from Pay Grade 24 to 27
- Urban Planner, Senior, Class Code 327001, from Pay Grade 22 to 23

SECTION 8 – ABOVE ENTRY HIRING AUTHORIZATION FOR SPECIFIC CLASSIFICATIONS: That authorization is granted to the appointing authority to fill all vacant positions in the following classifications up to step 6, unless otherwise indicated in this ordinance:

- Plans Review Specialist, Senior, Class Code 522006, PG 21
- Urban Planner, Principal, Class Code 327002, PG 27

SECTION 9– ABOVE ENTRY HIRING AUTHORIZATION: That authorization is granted to fill the following positions up to the step indicated:

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|--|-------------------|-------------|---------|
| • Administrative Assistant, Sr. | Class Code 314010 | Pos. #55840 | PG 13/5 |
| • Customer Service Representative, Prin. (D) | Class Code 122019 | Pos. #55841 | PG 11/5 |
| • Plans Review Specialist, Sr. | Class Code 522006 | Pos. #55851 | PG 19/5 |
| • Building Permit Coordinator | Class Code 523036 | Pos. #54953 | PG 17/6 |

ABOVE ENTRY HIRING AUTHORIZATION (Cont'd)

• Building Inspector, Sr.	Class Code 521009	Pos. #00789 Pos. #00794	PG 16/5
• Electrical Inspector, Sr.	Class Code 521015	Pos. #00696	PG 16/5
• Plumbing Inspector, Sr.	Class Code 521007	Pos. #00678 Pos. #00679 Pos. #00680	PG 16/5
• Zoning Inspector, Chief	Class Code 523020	Pos. #00871	PG 23/6
• Urban Planner, Sr.	Class Code 327001	Pos. #03380 Pos. #22166	PG 23/3
• Urban Planner, Prin.	Class Code 327002	Pos. #03394 Pos. #18102	PG 27/7
• Urban Planner	Class Code 327003	Pos. #03404	PG 19/3
• Planning Resource Coordinator	Class Code 327030	Pos. #55844	PG 17/3
• Code Enforcement Supervisor	Class Code 523016	Pos. #02293	PG 19/8
• Contracts & Construction Coordinator	Class Code 811040	Pos. #00040	PG 21/10
• Housing Development Specialist, Principal	Class Code 523041	Pos. #00042	PG 21/10
• Management Analyst, Principal	Class Code 311083	Pos. #00079	PG 27/10
• Customer Service Representative, Prin. (D)	Class Code 122019	Pos. #00036	PG 11/10
• Customer Service Representative, Sr. (D)	Class Code 122003	Pos. #00092	PG 9/4
• Administrative Assistant	Class Code 314002	Pos. #00046	PG 11/5

SECTION 10 - EMPLOYEE SALARY ADJUSTMENT AUTHORIZATIONS: That authorization is granted to adjust the salary step of the incumbent employees of the following positions not to exceed the maximum step indicated:

• Office Manager	Class Code 314003	Pos. #02287	PG 15/5
• Customer Service Representative, Sr. (D)	Class Code 122003	Pos. #00813 Pos. #00750	PG 9/5
• Customer Service Representative, Sr. (D)	Class Code 122003	Pos. #00658	PG 9/10
• HVAC Inspector, Sr.	Class Code 521003	Pos. #00717 Pos. #00723	PG 16/5
• Building Inspector, Sr.	Class Code 521009	Pos. #00791 Pos. #09678	PG 16/5
• Plumbing Inspector, Sr.	Class Code 521007	Pos. #00673 Pos. #00675	PG 16/5

EMPLOYEE SALARY ADJUSTMENT AUTHORIZATIONS (Cont'd)

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|--|-------------------|---|---------|
| • Urban Planner, Prin. | Class Code 327002 | Pos. #55825
Pos. #03398
Pos. #54995 | PG 27/6 |
| • Code Enforcement Supervisor | Class Code 523016 | Pos. #02288
Pos. #02289
Pos. #02293 | PG 19/8 |
| • Customer Service Representative, Prin. (D) | Class Code 122019 | Pos. #54973 | PG 11/8 |

SECTION 11 - CERTIFICATION AND LICENSE INCENTIVE PAY: That employees in the Department of Planning and Community Development who acquire any professional certification or license from the list approved by the Commissioner of Planning and Community Development, shall receive a one-time, one step increase in pay for each certification and/or license in addition to their current base salary. Such increase shall remain a part of the employee's base salary as long as the certification and/or license remains valid. The list of approved certifications and licenses shall be maintained by the Commissioner of Planning and Community Development and shall be made available to all employees of the Department of Planning and Community Development.

SECTION 12 - POSITIONS RECLASSIFIED OR GRADE ADJUSTED TO SALARY GRADE 19 AND ABOVE: That all classified filled positions and permanent incumbents which are reclassified or grade adjusted to Salary Grade 19 and above will become unclassified.

SECTION 13: That all ordinances and parts of ordinances in conflict with this ordinance are waived.